

CITY OF MILWAUKIE

CLASSIFICATION: Engineering Technician II

Department: Community Development/Engineering
Location: Johnson Creek Boulevard

Grade Number: 60
Union: AFSCME

FLSA: Non-exempt
EEO Category: 3- Technician

DESCRIPTION:

This position performs a variety of technical and professional work in engineering. Work involves project drafting, assist in project management tasks, and inspection. Provide technical support to more senior engineering positions. This position reports to the Engineering Director.

DUTIES AND RESPONSIBILITIES:

(Tasks listed are intended to be descriptive and not restrictive. An employee in this classification may perform any of the tasks listed; however, these examples do not include all the tasks, which an employee may be expected to perform.)

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Calculates system development charges, drafts developer agreements, issue public works permits, establishes escrow accounts and other duties related to development within the City.
2. Assists in the preparation of plans, cost estimates and specifications for street, traffic, storm, water and sanitary sewer projects; coordinates with and presents the project details to public and private agencies and citizens groups; and maintains notes and details for as-built construction drawings.
3. Researches and prepares legal descriptions for utility and construction easements for Public Works projects.
4. Evaluates proposals for public improvements and writes findings for land use applications.
5. Reviews comprehensive development plans for compliance with City's Municipal Code and Public Works standards.
6. Inspects public and private improvement projects to ensure compliance with plans and specifications; works with contractors as a project partner to resolve problems, and maintains inspection and pay notes as required.
7. Answers public inquiries on existing and proposed public facilities, tax lot numbers, and construction restrictions and requirements. Answers public complaints on construction related requirements.
8. Performs calculations and operates a variety of computerized equipment in order to prepare and plot project designs. Uses standard office software and specialized engineering software on a daily basis.
9. Performs topographical surveys and construction staking.
10. Serves as a member of various employee and citizen committees, as assigned.
11. Attends and participates in community and neighborhood meetings.
12. Maintains positive public relations with customers and is responsive to customer needs.
13. Develops safe work habits and contributes to the safety of self, co-workers and the general public.
14. Performs other duties as required.

JOB SPECIFICATIONS:

(Job preparation and prior work experience requirements are minimum standards. Other equivalent combinations of education, training and experience will be considered.)

1. **Job Preparation:**
 - a) **Education:**
 - i) Requires an Associate's degree in Civil Engineering or a closely related field; or
 - ii) Any equivalent combination of education and experience.
2. **Prior Experience:**
 - a) **Work Experience:**
 - i) Requires at least four (4) years utilizing technical skills in Engineering or closely related field; or
 - ii) Any equivalent combination of education and experience.

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b) Necessary Knowledge, Skills and Abilities:

- i) Working knowledge of civil engineering principles, practices and methods as applicable to a municipal setting.
- ii) Working knowledge of applicable City policies, laws, and regulations affecting division activities.
- iii) Skill in preparing work plans and work scopes needed to retain outside consulting services
- iv) Skill in managing consulting contracts and consulting teams.
- v) Skill in arriving at cost estimates on complex projects.
- vi) Skill in design and management of projects related to traffic, street and storm.
- vii) Skill in project inspection, topographic surveying and use of advanced engineering software.
- viii) Ability to research and prepare legal descriptions.
- ix) Ability to manage projects and prioritize multiple assignments within tight timeframes.
- x) Ability to conduct necessary engineering research and compile comprehensive reports.
- xi) Ability to perform field inspections
- xii) Ability to establish and maintain effective working relationships.
- xiii) Ability to work as a team member.
- xiv) Ability to perform the essential functions of the job.

3. Special Requirements:

- a) Must possess, or be able to obtain by time of hire a valid Oregon or Washington State Driver's License.

4. Tools and Equipment Used:

- a) Computer and printer, fax machine and copy machines; Computer software including MS based word-processing, spreadsheet, and data base and computer-aided-design software; standard drafting tools; surveying instruments; telephone and mobile radio.

5. Supervision:

- a) This is not a supervisory classification.
- b) Works under the general direction of the Engineering Director and takes direction on specific projects from more senior engineering positions.

6. Communications:

- a) This classification has moderate communications with employees from other departments, vendors, other government entities, professional service firms and the public.
- b) Communication is frequently complex and occasionally involves confidential or sensitive information.

7. Cognitive Functions:

- a) Work is performed with a moderate level of independence using established and known procedures.
- b) Problems needing resolution are of a moderate degree of difficulty with precedent or other resources often available.
- c) Actions could result in some liability to the City.

8. Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- a) Most work is performed in a standard office environment.
- b) Moderate levels of physical effort, temperature extremes, dirty or otherwise disagreeable conditions are present while occasionally performing field survey work, field inspections or setting traffic counters.
- c) Some evening meetings required.

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9. Resource Accountability:

- a) This classification has limited impact on assigned project budgets.

The job classification description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Adopted: 9/24/13